



County of Greene, Missouri

Employment Vacancy Announcement

10/23/2015 Revised 11/04/2015

Building Operations

Custodian

Full Time

Hourly Rate: \$8.98

The Greene County Building Operations Department is seeking a qualified individual for the position of Custodian to perform custodian and janitorial tasks, under the supervision of the Director of Building Operations and the Administrative Coordinator, for Greene County.

Essential Duties and Responsibilities:

Report to a Custodian Lead who is responsible for the direction of housekeeping services in the facility. Clean and sanitize restrooms/bathrooms using established practices and procedure. Clean, dust, and wipe furniture; sweep, mop, or vacuum floors; empty/clean wastebaskets and trash containers; empty and clean cigarette urns; replace light bulbs; refill restroom dispensers. Assist with the setup of facilities for meetings, classrooms, conferences, events, etc. Strip, clean, buff and apply floor sealer and floor finish to hard surface floors, vacuum and shampoo carpets. Use and maintain assigned power equipment and hand tools; buffers, auto scrubbers, extractors, high pressure washers, high speed buffers and vacuums, brooms, mops, and squeegees for the cleaning and general maintenance of floors, walls, carpets, furniture, etc. Wash walls and equipment; use ladders up to 6 feet high when required in work assignments. Lock and unlock assigned buildings: secure building when facilities are not in use checking for unlocked doors and windows, report any unauthorized occupants, turn on/off lights. Follow instructions regarding the use of chemicals and supplies. Use as directed. Perform cleaning and related activities such as removing debris from sidewalks and stairs in areas within sixteen feet of buildings using hand-operated tools or small power equipment. Move furniture, equipment, supplies and tools on an incidental basis. Wash accessible interior and exterior windows. Clean blinds. Launder cleaning rags and dust mops. Attend to emergencies when necessary. Attend safety meetings and other related meetings. Handle recycling materials. Assist with inventory control and security. Safely operate all vehicles and other job related equipment. Support and enforce all governmental policies such as; safety regulations and guidelines, etc. Enforce and support policies established by the Superintendent(s) and supervisor(s) of Building Operations. Perform related duties as required. Assist other custodians and maintenance personnel within department.

Minimum Experience and Training Qualifications:

High school diploma or equivalent, prior institutional custodial experience preferred, or any combination of education and experience that provides equivalent knowledge, skills, and abilities. A valid Missouri Motor Vehicle operator's license may be required.

A complete description of the physical and mental abilities required to perform the essential functions of the position is available at the Greene County Human Resources Office.

Special Requirements:

Physical Requirements: Ability to exert mildly heavy physical effort in moderate to heavy work, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, crawling, reaching over head, lifting, carrying, pushing, and pulling. Must be able to lift at least 50 lbs. Ability to stand for long periods of time.

Any employment offer for the position of Custodian will be contingent upon successful completion of reference checks, a criminal background check and pre-employment drug screen and physical.

How to apply:

Interested individuals MUST submit a completed application to Human Resources, 940 N. Boonville Ave., Room 314, Springfield, MO 65802, or fax to 417.868.4811. Incomplete applications will not be given consideration. ***Deadline to Apply Extended to: Friday, November 20, 2015

Greene County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities.